CANCER RESEARCH UK
BRAIN TUMOUR CENTRE OF EXCELLENCE
APPLICATION GUIDELINES
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‘BEFORE YOU SUBMIT’ – CHECKLIST

Please ensure you complete everything in this list before you submit your application.

☐ Does your application have a title?

☐ Is your CV fully completed?

☐ Have you added your publications and other research outputs with full author list?

☐ Have your supporting roles completed their tasks?

☐ Is your research abstract correctly structured?

☐ Are your costs completely justified?

☐ Have you completed the required uploads?

☐ Is your research proposal within the page limit?

☐ Is your Host Institution ready to approve your application?

SUMMARY OF KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 October 2017</td>
<td>Full application deadline</td>
</tr>
<tr>
<td>December 2017</td>
<td>Scientific Executive Board meeting</td>
</tr>
<tr>
<td>January-February 2018</td>
<td>Applicants informed of funding decision</td>
</tr>
<tr>
<td>March 2018</td>
<td>Grant issued</td>
</tr>
</tbody>
</table>
1 INTRODUCTION

1.1 PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in a full application to our CRUK Brain Tumour Centre of Excellence Award. If you’re not sure which kind of funding to apply for, please email our grants office with a short summary of your research idea.

To get your full application right first time, you will need to read these Application Guidelines (including the eGMS guidelines in Section 6) and the Costs Guidance. You can access these by clicking on the icons below. Before you start, please also read our grant conditions for our T&Cs.

1.2 ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve clearly articulated our ambition to accelerate the progress of cancer research over the next 20 years, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We will achieve our ambitions by funding a broad range of high quality research to help us better understand, prevent, diagnose and treat cancer.
As part of our strategy, we have identified ‘cancers of unmet need’ where survival rates haven’t changed in decades; we are particularly keen to strengthen research and capacity in these fields. Brain tumour research is one of those strategic priorities.

1.3. ABOUT THE CRUK BRAIN TUMOUR CENTRE OF EXCELLENCE

Our CRUK Brain Tumour Centre of Excellence should establish itself as a hub for innovative adult and/or paediatric brain tumour research, and drive a significant uplift in the brain tumour-focused workforce through recruitment and training. We also expect that the CRUK Brain Tumour Centre of Excellence will assume a position of leadership with both the wider brain tumour research community and the public through networking and engagement.

The award should not be used to answer specific research questions but to provide the tools to enable the community to develop the answers. As such, any research findings generated should be limited to providing preliminary data, tools and/or other resources that can then be developed by investigators with their research-specific funding. We expect these resources and their benefits, such as enhanced knowledge and skills, to be made available to the wider scientific community to stimulate further research.

All proposals must convey how they will advance adult and/or paediatric brain tumour research, as well as stating how, if successful, the outputs of the award will contribute to the scientific community, as well as patient benefit.

1.4. WHAT ISN’T SUITABLE FOR FUNDING THROUGH THIS SCHEME

You shouldn’t apply for a CRUK Brain Tumour Centre of Excellence Award if your proposal addresses a specific research question.

Applications that come under the remit of any of our other funding schemes will not be supported. You can find more information on all our funding schemes here.

1.5. VALUE OF THE AWARD

You can apply for up to £3 million of funding, over four years. Award of funding in years 2, 3 and 4 will be conditional on your passing an annual scientific milestone review by CRUK’s Scientific Executive Board.

1.6. APPLICATIONS TO OTHER FUNDING BODIES

If you are applying to other funding bodies at the same time, please note that we cannot accept the same application. If you submit an application to CRUK that is already being considered by another funding body, your application will not be accepted.

1.7. ASSESSMENT CRITERIA
In evaluating applications, the Scientific Executive Board will consider the following:

**Scientific potential and rationale:**

- The proposal meets a distinct need of the brain tumour research community and provides a compelling rationale for investment in this area.
- The applicant has presented a clear vision on how the proposal meets this need, and is supported by underpinning science.
- The outputs of the proposal will enable the scientific community to accelerate progress in brain tumour research, ultimately leading to patient benefit.
- The applicant clearly articulates the research questions that the outputs could help to answer.

**Operational efficacy:**

- The proposal includes a clear process for making the outputs (including knowledge and expertise) as accessible as possible to the scientific community.
- The ambition of the award is challenging, but deliverable through the proposed approach.
- The financial request is reasonable and builds on the existing facilities available.
- There are appropriate governance structures in place (including project management and assigned accountability).
- The proposal includes clear goals, with key milestones and deliverables identified throughout the duration of the project.
- Potential challenges have been identified and contingency plans are available.
- Consideration has been given to realistic sustainability plans to support the outputs of the proposal beyond the funding period.

**Capability of the team:**

- The team has the right collection of skills and expertise required to deliver the proposal.
- Where the proposal contemplates a multi-institutional collaboration, that in bringing these people and institutions together, a synergistic proposal has been put forward, that would not possible in isolation.
- The Principal Investigator has a strong track record and is capable of leading the proposal.

## 2 WHO CAN APPLY?

### 2.1 ROLES AND RESPONSIBILITIES

The CRUK Brain Tumour Centre of Excellence should comprise the best possible team. This team might come from a single Host Institution, or a network of them. We would anticipate that an applicant team would typically be made up of:
• a Principal Investigator (must be based in the UK)  
• a Joint Principal Investigator (must be based in the UK)  
• a number of Co-Investigators  
• a number of Collaborators  
• a Project Manager  

Please see Table 1 for further details.  

**Table 1**  
**Team Members: Roles and Responsibilities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>The Principal Investigator must be able to demonstrate that they can lead the proposal and team effectively, be engaged throughout the duration of the award, as well as meet their other research commitments. They must be based at an academic Host Institution within the UK. They must ensure that all team members comply with the Terms and Conditions of the award. They will be the primary contact for the administration of the award.</td>
</tr>
<tr>
<td>Joint Principal Investigator</td>
<td>Joint Principal Investigators must be essential to the CRUK Brain Tumour Centre of Excellence and contribute the same amount of time and intellectual input as the Principal Investigator.</td>
</tr>
<tr>
<td>Co-Investigator</td>
<td>Co-Investigators are individuals that are making a major scientific contribution to the proposal, and may be in receipt of a significant portion of funding from the award budget (if they are based in the UK). Each Co-Investigator will be responsible for the scientific and technical direction of their work stream/ contribution to the award, and as such any financial, contractual or other obligations that fall under their remit. They may be based outside the UK if they are not in receipt of significant funding from the award budget.</td>
</tr>
<tr>
<td>Collaborator</td>
<td>Collaborators are individuals who are working within or across the proposed work packages, and who are critical to, but not leading, any part of the CRUK Brain Tumour Centre of Excellence proposal. They may be based outside the UK. They may be based at a commercial organisation. Collaborators bring specialist expertise and are not in receipt of significant funding from the award budget. Collaborators will be responsible for delivering on their agreed commitment to the proposal.</td>
</tr>
</tbody>
</table>
2.2. ELIGIBILITY

Each Principal Investigator, Joint Principal Investigator, Co-Investigator or Collaborator must be based at:
- a higher research-degree award institution (such as a university),
- a research hospital or
- a research institution

that is of good standing and appropriately accredited or registered in the country in which it is based (known as the **Host Institution**; see below for more details). Principal Investigators and Co-Investigators should have a permanent position, or at least a position that will continue for the duration of the Award.

Principal Investigators **must** be based at a Host Institution in the UK that has a current and active programme of brain tumour research and that is in a position to comply with the Terms and Conditions of the Award (see section 4). Collaborators, (but **not** Principal Investigators, Joint Principal Investigators or Co-Investigator) may be based within a commercial organisation.

The Principal Investigator must assume the responsibility of named Lead Applicant on the application for the purposes of the eGMS application process. Joint Lead Applicants must be added as supporting roles once the full application is opened on eGMS (For more information on supporting roles please see section 3.6). The Lead Applicant and Joint Lead Applicants will be recognised with equal status.

If you are based at a CRUK core-funded institute (other than the Francis Crick Institute), your application must be submitted by your CRUK Centre Director. Please note that each participating Host Institution may only appear on one application.

2.3. GUIDANCE ON COLLABORATIONS

The CRUK Brain Tumour Centre of Excellence should foster collaboration and collaborative approaches to address the needs and challenges of the adult and/or paediatric brain tumour research community, both across the UK and internationally. We are looking for genuine collaborations, with each Principal Investigator, Joint Lead Applicant, Co-Investigator and Collaborator adding value to the proposal. We are particularly keen to see approaches
designed to unite basic scientists with translational researchers and clinicians working on adult and/or paediatric brain tumours.

The team should:

- Build upon existing knowledge
- Incorporate existing infrastructure where possible and build capacity, for example through training programmes
- Create platforms for research to enable the brain tumour research community to accelerate progress towards patient benefit, including through networking and collaboration
- Have a clear programme of management for the proposal
- Be able to adapt to internal and external challenges and opportunities
- Work to build a sustainable resource (e.g. by leveraging other available resources and sources of funding)

3 THE APPLICATION PROCESS

3.1 PROCESS OVERVIEW

GET IN TOUCH
You must contact our research funding team to discuss your application (brain@cancer.org.uk). Once we’ve established that your ideas are within the scope and remit of the award, we will open an application for you on our electronic grants management system (eGMS).

INFORM YOUR HOST INSTITUTION
Please inform your host institution that you intend to apply; your application will only be submitted to CRUK once they have approved it.

SUBMISSION OF FULL APPLICATION
Your full application must be submitted by 25 October 2017.
PEER REVIEW AND FUNDING DECISION

Full applications will be considered by CRUK’s Scientific Executive Board (SEB) in December 2017, who will make the final funding decision based on the quality and strategic relevance of your application. SEB will be assisted by appropriately qualified external peer reviewers.

AWARD

Grant Award Letters will be sent out to successful teams.

3.2. EGMS

After contacting us, an application will be opened on our online Grants Management system, eGMS. Please see our eGMS guidelines in Section 6 below for information about how to use the system.

3.3. UPLOADS OVERVIEW

You need to upload the following to eGMS in your application:

- Research proposal
- Research features
- Appendices
- Letters of support

3.3.1. THE RESEARCH PROPOSAL

A formal template is not provided for the research proposal. Please use the format described below in table 2.

Throughout the proposal please:

- Don’t exceed 5 pages (excluding figures, figure legends, references and appendices)
- Use single-line spaced text, in Calibri font, pt 11, black.
- Number all pages
- Show the surname and initials of the Lead Applicant in a header or footer on all pages
### Table 2
Contents of Research Proposal

| VISION AND RESEARCH STRATEGY | Please set out your vision for the CRUK Brain Tumour Centre of Excellence  
| | Describe existing brain tumour research activity and explain how the establishment of a CRUK Brain Tumour Centre of Excellence will build on this activity  
| | Indicate how the CRUK Brain Tumour Centre of Excellence Award will drive a programme of activity that would not otherwise be possible through existing funding  
| | Describe how the Principal Investigator’s Host Institution and any collaborating institutions will contribute to the delivery of your proposed research strategy  
| | Describe each of the activities of the CRUK Brain Tumour Centre of Excellence and who they will be led by  
| | Explain how the proposal will accelerate the delivery of CRUK’s Research Strategy |

| GOALS AND TIMELINES | Indicate the key goals of the CRUK Brain Tumour Centre of Excellence  
| | Please provide a corresponding timeline for the goals as an additional upload (see section 3.3.3) |

| GENERATION OF RESOURCES | Describe the resources that the CRUK Brain Tumour Centre of Excellence will generate for the wider community  
| | Explain why these tools are needed and how they might be used to accelerate progress for patients with adult and/or paediatric brain tumours  
| | Provide details pertaining to how the tools will be generated, with your implementation plan  
| | Include details about the role played by each collaborating location in this plan  
| | Outline how these resources will be accessed and how distribution will be managed, with indicative timelines |

| NETWORKING AND ENGAGEMENT | Describe how the CRUK Brain Tumour Centre of Excellence will engage with the wider research community (for example, through events and workshops)  
| | Indicate plans to foster ties with researchers outside the CRUK Brain Tumour Centre of Excellence  
| | Outline plans for public engagement |
BUILDING CAPACITY
- Explain how the Award will be used to develop capacity in the UK brain tumour community through funding recruitment and/or through tailored training programmes.
- If your proposal includes recruitment, please describe how this appointment will strengthen local and national leadership in adult and/or paediatric brain tumour research.

LEADERSHIP AND GOVERNANCE
- Give details of the proposed leadership structure and governance of the CRUK Brain Tumour Centre of Excellence.
- At a minimum, this should a Steering Board or Committee (distinct from any project management group) with representation from CRUK that oversees the strategic development of the Centre.

3.3.2. RESEARCH FEATURES TEMPLATE
An appendix is required as part of the CRUK Brain Tumour Centre of Excellence application. Details of how to complete the ‘Research Features’ upload are set out below table 3. The ‘Research Features’ upload can be found on the ‘Uploads’ section of eGMS. If your application does not involve using animals, please make sure this upload does not exceed 5 pages. If you are using animals and/or cell lines, do not exceed 8 pages.

Table 3
How to fill in the Research Features Template

<table>
<thead>
<tr>
<th>Section of Template</th>
<th>Description</th>
</tr>
</thead>
</table>
| A1. JUSTIFICATION FOR SUPPORT REQUESTED | - Justify each cost listed in the ‘Costs’ section of your eGMS application (staff costs, running expenses, equipment, animal costs etc). Where possible, please state which project aim/work package the cost relates to.
- If you’re requesting multiple staff describe how these staff will work across the different activities of the CRUK Brain Tumour Centre of Excellence throughout the award.
- For clinical and / or non-clinical PhD students, please tell us how the project is suitable for doctoral training.
- For equipment, please provide details and justification for any items of equipment (over £5k) that you have requested. Equipment items that are under £5k should be listed in running expenses. Please include any details of contribution(s) made to the purchase of equipment by the host institution.
- If you anticipate costs in the second or subsequent years of your grant that aren’t costed in your first year, please note them here. |
You should also include details of your Host Institution’s overall proposed investment plan for brain tumour research for the next four years. This should include details of planned investments by Host Institutions, projections of leveraged income and other sources of funding, and a plan for the award from CRUK.

Please include a table of the proposed investment plan for brain tumour resource (including any potential financial contributions over and above the Award), in addition to a narrative.

### A2. CELL LINES (if relevant)

Please use the appendix template to provide details of any cell lines you will use or develop. These should include:

- Details of how the good cell culture practices will be maintained.
- If new cell lines will be introduced, please give the source of the cells (if it’s not a commercial provider, explain how the cell lines will be authenticated when they enter the lab).
- If new cell lines will be generated, please tell us how these will be made available for others to use.

You can request funding (under running expenses) to support cell line authentication (e.g. screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells). You’ll need to validate your cell lines according to the Guidelines for the use of cell lines in biomedical research (doi:10.1038/bjc.2014.166), which should be referenced in any publications resulting from the award.

### A3. ANIMAL STUDIES (if relevant)

If animal models will be used or developed using funding for the CRUK Brain Tumour Centre of Excellence, please justify briefly why animal research is necessary, and why the species/model is appropriate.

Please describe how you adhere to the NC3R guidelines, including:

- The power calculations used to determine your sample size (or an explanation of an alternative basis for calculations, justifying why you haven’t used statistical calculations).
- A brief outline of your experimental design, including how you plan to minimise experimental bias (e.g. randomisation and blinding).

Please note that any proposed use of animals within a research application must adhere to the ‘Guidelines for the Welfare and Use of Animals in Cancer Research’ as set out by Workman et al, British Journal of Cancer (2010) 102, 1555 – 1577, which should be cited in any publications resulting from the programme of work. When reporting in vivo experiments, applicants should provide information in concordance with the ARRIVE guidelines.
3.3.3. ADDITIONAL UPLOADS

The following additional uploads should also be included as part of the CRUK Brain Tumour Centre of Excellence application. Details of these uploads, including whether they are required or optional, is set out below in table 4.

Table 4
Additional Uploads

<table>
<thead>
<tr>
<th>Upload type in eGMS</th>
<th>Description</th>
<th>Required / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Appendices</strong></td>
<td><strong>Timelines:</strong> Provide a table to indicate milestones and a schematic (e.g Gantt chart) to outline timescales of each of the research proposals</td>
<td>Required</td>
</tr>
</tbody>
</table>
| **Letters of support** | - Please provide a letter of support from the Host Institution of each investigator who will receive a proportion of the grant.  
- Letters of support from any commercial or academic partners contributing gift-in-kind reagents, pharmaceutical agents, technology, services or expertise that are deemed critical to the research | Required/Optional |
| **Application Appendices** | - You may include additional documentation (e.g. governance diagram) to support your application but please ensure this does not exceed 3 pages. We will inform SEB members of anything you attach, but we may not forward all appendices to them. | Optional |

3.4. COSTS INFORMATION SPECIFIC TO THE CRUK BRAIN TUMOUR CENTRE OF EXCELLENCE AWARD

This section contains cost guidance specific to the CRUK Brain Tumour Centre of Excellence Award. You should read this section along with our eGMS guidelines in Section 6 below, which give information about how to fill in the costs section of eGMS, and with our costs guidance which gives information about eligible costs.

3.4.1. SENIOR INVESTIGATOR SALARIES

You can request funds for the salaries of Principal Investigators and Co-Investigators. You may however use the Award to cover recruitment packages (in part, or in full) of new academic appointments to the Centre. You will need to provide justification for this expense in the full application.
3.4.2. PHD STUDENTSHIPS

You can request funds to support clinical and / or non-clinical PhD studentships on the award and this can be an opportunity to exchange knowledge and expertise between the collaborators. Our costs guidance details CRUK’s allowance for PhD students. This is a fixed sum for all CRUK-funded PhD students, requests for any other funding amounts won’t be accepted.

PhD studentships funded through the CRUK Brain Tumour Centre of Excellence Award must be guaranteed support for four years.

3.4.3. EQUIPMENT

Any equipment that costs over £5K (per item) should be listed as equipment spend. Please note that equipment allowances should be spent within a year of issue, so please note in your final application budget request the year the equipment would be purchased. Any equipment costs that are less than £5K (per item) should be listed in running expenses.

3.4.4. NETWORKING COSTS

We have designed the CRUK Brain Tumour Centre of Excellence Award to encourage collaboration and foster relationships within the team and with the wider research community.

You should allocate a proportion of funding to hosting meetings/workshops to support the goals of the Centre. We encourage applicants to host networking meetings or workshops with the wider research community to share the learnings and outputs, if appropriate. These meetings should be meaningful and add value to the proposal. All networking costs proposed should be reasonable and justified in your application.

3.5. ETHICAL APPROVAL

If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. Therefore, we can make you a provisional offer of funding but won’t release any money to you until you’ve sent us written confirmation of ethical approval. Please bear this in mind when you propose a start date for your award. If you need any other regulatory approval, we’ll also need written confirmation before we release funding.

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1 e.g. sponsorship, MHRA approval, Clinical Trial Authorisation (CTA) approval, insurance or indemnity arrangements, data protection registration, honorary contracts with the appropriate NHS Trust(s) and Trust R&D approval.
3.6. SUPPORTING ROLES SPECIFIC TO CRUK BRAIN TUMOUR CENTRE OF EXCELLENCE AWARD

o fill in that section of eGMS.

Table 3 shows the supporting roles you can add to your application, and the tasks they’ll need to complete in eGMS. Our eGMS guidelines in Section 6 below describe the supporting roles, and explain how to fill in that section of eGMS.

Table 3
Supporting roles

<table>
<thead>
<tr>
<th>LEAD APPLICANT (Principal Investigator)</th>
<th>• Complete the ‘Complete full application’ task</th>
</tr>
</thead>
</table>
| JOINT LEAD APPLICANT (Joint Principal Investigator) | • Complete the ‘Agree to participate’ task in eGMS  
• Complete the ‘Collaborate on application’ task and submit a CV to eGMS |
| CO-INVESTIGATOR | • Complete the ‘Agree to participate’ task in eGMS  
• Complete the ‘Collaborate on application’ task and submit a CV to eGMS |
| COLLABORATOR | • Complete the ‘Agree to participate’ task in eGMS |
| ADMINISTRATIVE SUPPORT (Project Manager) | • Complete the ‘Agree to participate’ task in eGMS |
| NAMED RESEARCH STAFF | • Complete the ‘Agree to participate’ task  
• Complete the ‘Collaborate on application’ task and submit a CV to eGMS |

3.7. FEEDBACK

Feedback on your application will be provided, but please remember that all funding decisions made by SEB are final.
4 COLLABORATION ARRANGEMENTS

As described in section 2.1, the team that establishes the CRUK Brain Tumour Centre of Excellence may come from a single Host Institution or a network of them. Depending on the nature of the proposal, successful teams that envisage a multi-institution collaboration may be asked to enter into a Research Collaboration Agreement (with each other and CRUK and/or Cancer Research Technology). That agreement would cover matters such as performance and allocation of research activities, reporting, the ownership and use of intellectual property rights, confidentiality, and publication of results, exchanges of information and materials, and related issues. This agreement need not necessarily be in place before the start date of the award, but multi-institutional teams are encouraged to consider their collaboration model and principles as early as possible.

5 USEFUL CONTACTS

Once you have read these guidelines, please contact Safia Danovi at brain@cancer.org.uk for more information, or to start an application for a CRUK Brain Tumour Centre of Excellence Award.

For help with your application, please contact grants helpline (020 3469 5452).
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5. INTRODUCTION

5.1 PURPOSE OF THESE GUIDELINES

These guidelines explain how to apply for one of our research funding awards, using our online application system - eGMS.

You should use them as you progress through the eGMS application on your computer screen (they won’t make sense on their own!).

Before you start, please also read our grant conditions for our T&Cs and administrative guidelines.
6. GETTING STARTED IN eGMS

6.1. EGMS OVERVIEW
To complete your eGMS application you need to carry out a series of tasks. You’ll be invited by email to complete each one.

6.2. SYMBOLS
You’ll see a number of symbols throughout the application process (shown in Table 1). These symbols help indicate what you need to do to complete each task.

Table 1  
eGMS symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="add.png" alt="Add" /></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td><img src="edit.png" alt="Edit" /></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td><img src="complete.png" alt="Complete" /></td>
<td>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td><img src="incomplete.png" alt="Incomplete" /></td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="attention.png" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

6.3. FUNCTIONAL BUTTONS ON EGMS
You’ll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.
6.4. LOGGING IN TO EGMS

First, you’ll need to access our eGMS homepage, (you can find this by googling ‘CRUK eGMS’).

If you’ve applied for one of our research awards before, you’ll already have an eGMS account. If you’re new to eGMS, you can create an account by clicking ‘Register Here’. If you’re not sure if you’ve made an account before, please contact the grants helpline.

Once you have an account, you can log in as shown in Figure 1.

![Figure 1 - Logging in to eGMS](image)

6.5. TIMESCALE OF AN APPLICATION

Once you’ve chosen which award you want to apply to, you’ll be able to see the deadline for the next round of funding, which is shown as the ‘due date’ of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (section 4).
If your application requires Host Institution Approval (which is the case for most full applications, but not some preliminary applications), your Host Institution needs to approve your application before the deadline, so make sure you inform them before you start your application, and submit your application several days early to give them time to approve it. To do this, you’ll need to know the correct research office contact who can approve your application – please find this out before you start.

Please remember that, although the application deadline is at midnight, your administrative authority will probably finish work by 5pm (as does our helpline)! We can’t accept applications that haven’t been approved by your Host Application by the deadline.

6.6. STARTING AN APPLICATION

Once you’ve logged in, click ‘Apply for Funding’ to start a new application. Select your chosen award from the list, and click ‘continue’ to begin. If you can’t find the award you’re looking for on the list, it’s probably a Closed Scheme which means you’ll need to contact us to start an application. The office will open an application for you, that’ll be open the next time you log in to eGMS. This is indicated on eGMS, and in your application guidelines.

Whenever you log in after you’ve started your application, you can continue by selecting a task under the ‘My Tasks’ header on your homepage, which lists all your incomplete tasks. To view all tasks that you’ve been assigned (including completed tasks), click the ‘View All My Tasks’ button.

6.7. ELIGIBILITY TASK

For some awards, you’ll be asked to do an eligibility task. This involves answering some questions to check you’re eligible before you can start your application. For information about eligibility, please read the application guidelines for your chosen award.

If you’re eligible, you’ll be assigned the ‘Complete Full Application’ task (see section 3). If your scheme doesn’t require an eligibility task, you’ll be assigned the ‘Complete Full Application’ task straight away.
7. THE ‘COMPLETE FULL APPLICATION TASK’

In the ‘Complete Full Application’ task you’ll input/upload all of your application information (contact details, research costs, research proposal etc.).

The task involves a series of sections, which you can access by clicking on the tabs (left-hand side). Once you’ve finished all these sections, they’ll be compiled into a PDF for submission. You’ll be able to view and save this PDF before submitting.

Please refer to the specific application guidelines for your chosen award. If you have trouble, use the contacts in section 10 of these guidelines, or read the ‘common problems and how to solve them’ in section 9.

7.1 PROPOSAL OUTLINES

In this section, you’ll need to fill in the following details:

- Select your administrative authority from the drop-down list. This is the office at your Host Institution that’s responsible for confirming financial details and approving your application. (It’s important to get this right, or your application might not be sent to the right administrative authority in time for the deadline). If your chosen Host Institution isn’t listed on eGMS, please contact us.
- Give your project a title in the box provided. Please write your title in Sentence Case (not all capitals), and don’t put a full stop at the end.
- Select your proposed start date, which should be between 2 and 5 full months after the next funding committee meeting for your chosen award. Dates can be found on the relevant committee webpage.
- Input your proposed duration for the award. Please read our application guidelines for information about the duration of your chosen award.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.2 CONTACT INFORMATION

In this section, please provide us with full contact details using the + symbols.

Your Host Institution is where you’ll carry out the majority of your research. If your chosen Host Institution isn’t listed on eGMS, please contact us. Please include both your institution and your department in your address.

If you’ve applied before you’ll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact details. You can also view and change your contact information by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View My Contact Details’.
7.3. APPLICANT INFORMATION

In this section, please answer the questions about your role in your application.

- ‘Are you applying for your own support?’ – Select ‘yes’ if you’re applying for your own salary. Check our application guidelines to find out if you can apply for salary funding in your chosen scheme.
- ‘Number of hours for this project’ – Total the weekly hours of all research staff that will contribute to your project. Check the ‘Supporting Roles’ section of your application guidelines to see how many hours per week each research staff member will need to contribute.

Please read section 7.7 of these guidelines for definitions of research staff.

After completing this section, please click ‘Save and Continue’ so you don’t lose your details.

7.4. CV POSTS AND QUALIFICATIONS

In this section, please supply details of your academic qualifications and posts using the + symbol. You can add up to six academic posts (if you’ve got more, choose the most recent or relevant). Any details you enter will automatically be stored in your Master CV for future CRUK applications.

If you’ve applied before you’ll already have a Master CV and its information will automatically be entered into your application. Any changes you make will update your Master CV. You can also view and change your Master CV by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View Master CV’.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

Here you should supply details about your research publications and other research outputs.

As of May 2017, in addition to peer reviewed publications, researchers can cite other research outputs (including datasets or preprints) in their applications. To clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research outputs in separate sections. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).

Please provide full references, listing all authors (don’t write ‘et al.’, if you do your application will be returned to you for resubmission). Please only include publications from the last five years (unless you’re applying for a Programme Foundation Award, a fellowship or a bursary, in which case you need to include all your publications). There’s a 5000-character limit, so
we recommend you choose your most recent or most relevant publications and research outputs.

Again, if you’ve applied before, you’ll already have a Master CV containing information about your publications, which will be updated with any new information you enter.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

**7.6. EQUAL OPPORTUNITY**

Please complete the information in this section, but it won’t be included in the application PDF that gets sent to the Committee.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

**7.7. SUPPORTING ROLES**

In this section, submit the names and roles of the other researchers who’ll be involved in your research. Follow the on-screen instructions to add a supporting role.

Table 2 shows the different supporting roles that can be added to your application. You might not need to add all these - please check your application guidelines to see which are necessary, and for any award-specific requirements (e.g. hours per week).

If you cannot find the person you’d like to add as a supporting role in eGMS, then they may not have an eGMS account. You can ask them to register for an eGMS account by asking them to follow section 6.4 above.

They’ll need to complete these tasks before you can submit your application. When you add supporting roles, please click ‘Save and Close’. This will notify the named people that you’ve added them to your application and email them a link to join eGMS (if he/she is already registered, they won’t need to re-register). If they don’t respond, you can re-notify them by clicking ‘re-notify’.

If you need to delete a supporting role from your application, please contact the grants helpline.

**Table 2**

<table>
<thead>
<tr>
<th>Supporting roles</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATIVE SUPPORT</strong></td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td><strong>CO-INVESTIGATOR</strong></td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<tr>
<td><strong>COLLABORATOR</strong></td>
<td>Someone who’ll supply research materials, specific expertise or patient access, but won’t be involved in the day-to-day running of your research.</td>
</tr>
<tr>
<td><strong>HEAD OF DEPARTMENT</strong></td>
<td>The head of the department where most of your research will take place. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td><strong>JOINT LEAD APPLICANT</strong></td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
<tr>
<td><strong>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</strong></td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td><strong>NAMED RESEARCH STAFF</strong></td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
<tr>
<td><strong>MENTOR</strong></td>
<td>A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.</td>
</tr>
<tr>
<td><strong>ACADEMIC REFEREE</strong></td>
<td>Someone who’ll provide a letter stating your suitability to hold the award/fellowship.</td>
</tr>
</tbody>
</table>

### 7.8. RESEARCH ABSTRACT

In this section, please add a research abstract (up to 400 words) in the box. We recommend you write this abstract in Word and copy it into eGMS to save your work being lost. Please write your abstract using the following headings:

- Background
- Aims
- Methods
- How the results of this research will be used
7.9. DATA SHARING PLAN

In this section, you should outline your Data Sharing Plan, explaining how you intend to adhere to Cancer Research UK’s data sharing policy. This policy requires you to make your research data available for sharing with other scientists, provided it’s safe and feasible to do so.

You should consult the CRUK data sharing policy and the supporting guidelines and FAQs as you fill in this section. (Please note that applicants for the Population Research Committee only should leave this section blank and complete the more detailed CRUK Template for a Data Management Plan.)

In your Plan, you should consider outlining the different types of data your research will generate; any potential restrictions on data sharing; and plans for curation, storage and preservation of the data during your grant and, if applicable, in the longer term. You should explain how you will make your data discoverable by other researchers in your field, and the means by which other researchers will be able to access your data.

7.10. RESEARCH FEATURES

In this section, you’ll be asked a series of questions about your proposed research.

If you’ll use animals in your research, you must follow the ‘Guidelines for the Welfare and Use of Animals in Cancer Research’ (Workman et al, British Journal of Cancer (2010) 102, 1555 – 1577 – cite this reference in any publications resulting from your research). You’ll also need to demonstrate that you’ll replace, refine and reduce animals in your research according to guidance from the NC3Rs. If you plan to report in vivo experiments, please provide information in concordance with the ARRIVE guidelines.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.11. COSTS

In this section, please supply the costs that you’re requesting from us as part of your award. Please add all and only the costs you’re requesting from us under the relevant headings, and justify them in the ‘Justification for Support Requested’ section of your research proposal (for some schemes, this may be in the appendix upload). Table 3 explains the kind of information we’re looking for under each heading.

Please read costs guidance for information about eligible costs. For award-specific costs information and to find the maximum value you can request for your award, please see your application guidelines.
After completing this section, click ‘Save and Continue’ so you don’t lose your details.

**Table 3**
Adding costs to an application in eGMS

| EQUIPMENT       | Under this heading, please list the costs for all the equipment you’d like to request on your award.  
|                 | • Please list all your requested equipment for the duration of the award in year 1.  
|                 | • Any equipment costs ≤£5,000 should be included as a running expense  
|                 | Please read our **costs guidance** for information about eligible equipment costs, and justify your costs in your research proposal appendix.  

| STAFF POSTS  | Under this heading, please list the costs for any research staff that you’d like to request on your award. Please read our **policy** on funding salaries for Senior Scientists and PhD students to check you comply with our terms.  
|              | • If you’re requesting funding for PhD students, you’ll need to list these as running expenses rather than as staff (see below).  
|              | • If you’re requesting salary funding for yourself or any staff salaries, you can notify us of any incremental salary rises due within the first 11 months of your award. Please enter the value and date of the increment (the date must be the 1st of the month). After the first year, we’ll add an annual salary increment.  
|              | Please read our **costs guidance** for information about eligible staff costs, and justify your costs in your research proposal appendix.  

RUNNING EXPENSES

- Please cost all general running expenses for your proposed research. Where possible, please break these costs down into work packages (rather than listing individual items). For example microscopy costs, massively-parallel sequencing costs, etc.

- If you’re requesting funding for PhD students, please list them as a running expense for the full amount in the first year of the studentship. We pay a fixed rate for all our PhD students* (detailed in costs guidance) so please request exactly this amount (no more, no less!). All running costs relevant to the PhD student will be paid under the studentship, so please don’t list them again separately.

- If you’re applying for an award from the Population Research Committee, different funding costs may apply for PhD students; please check your application guidelines.

- Please list all animal costs under ‘animal-related costs’, with animal purchase, animal maintenance and experimental animal costs under separate subheadings. Please fully justify any animal research in your research proposal.

Please read our costs guidance for information about eligible running expenses costs, and justify your costs in your research proposal appendix.

7.12. OTHER FUNDING

In this section, tell us about any research funding you currently receive. Details about any CRUK funding you or your supporting roles currently receive as the lead applicant will be entered automatically (funding you receive as a supporting role won’t be entered). Please add details of any other funding that you or your co-investigators currently hold.

If you don’t currently receive any other funding, please indicate in the box, or leave this section blank.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.13. AMRC – FULL ECONOMIC COST INFORMATION

Please use this section to input the total cost of your proposed research programme. This information won’t be included in your final application.

- Full Economics Cost – Please enter the total cost of your proposed research.
- Charity Contribution – Please enter the total amount you’re requesting from CRUK.

For further information on our Full Economic Cost policy, please see Appendix 1.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.
7.14. RESEARCH CLASSIFICATION

Please use this section to tell us about the cancer-focus of your proposed research.

- Add as many disease sites as required, up to a total of 100%
- Define how much of the project works on childhood cancers (up to 100%)

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.15. BIOMARKER RESEARCH

If your research proposal involves biomarker research, please complete the drop-down menus in this section. Otherwise, leave this section blank.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.16. UPLOADS

Use this section to upload all the necessary documents for your application. You’ll need to read the ‘uploads’ section of your application guidelines to see which documents you need. The application guidelines also explain the format and content of any uploaded documents. Some of these might have a template, which you can select and download from the list on the Uploads page.

When they’re ready, you can upload your documents by selecting the document type and clicking ‘Upload’. Make sure you don’t have a pop-up blocker activated on this page, or you might not be able to access the upload window.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.17. GRANT CONDITIONS

Please read and agree to our grant conditions. By submitting your application to us, you’re agreeing to be bound by our grant conditions, as amended from time to time.

7.18. REVIEW AND SUBMIT

This page will tell whether or not your application is complete.

<table>
<thead>
<tr>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means the information in this section in complete. All sections should show this symbol if your application is complete.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
</tbody>
</table>
Attention

This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).

Once all sections are complete (showing a green tick or blue ‘i’), make sure all your information is accurate, and click ‘View PDF’ to view your completed application. We recommend you save a copy of this PDF – you won’t be able to access it after submission.

Finally, when you’re ready to submit your application, please click the pink submit button. Your application won’t be submitted until you’ve clicked this button.

After submitting your application, your Host Institution will be set a task to approve it and notified by email. Make sure you give them warning and plenty of time to do this or your application might be late. You’ll be notified when your Host Institution has completed their approval task.

Your Host Institution can send your application back to you for amendment. In this case, your application will be reopened. Once you’ve made the requested changes, you can resubmit to your Host Institution. If they’re happy, they’ll approve and submit your application.

Next, we will check the content of your application then progress it to the next meeting for consideration.
8. TASKS FOR SUPPORTING ROLES

This section is for you if you’ve been added as a supporting role to an application in eGMS. You’ll need to be registered on eGMS (see section 2.6 for how to register), and will be invited to complete tasks via email. If you have more than one task, you’ll be assigned the second task after you’ve submitted the first task. Table 4 explains the tasks that different supporting roles will need to complete.

Make sure you click ‘submit’ after completing your task.

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT’S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
</table>
| ACCEPT APPLICATION PARTICIPATION | In this task, you’ll be asked to do three things: 1. Agree to Cancer Research UK’s [grant conditions](#). 2. Explain what you’ll contribute to the research proposal. 3. State how many hours per week you’ll be dedicate to the research | • Joint Lead Applicants  
• Co-investigators  
• Some Named Research Staff  
• Head of Department  
• Administrative Support  
• Mentor  
• Academic Referee |
| COLLABORATE ON APPLICATION    | Depending on your award, you may be asked to do any of the following in this task:  
- Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.  
- Accept our [grant conditions](#).  
- Upload a document (e.g. a letter of support)  
eGMS will explain what to do, and you can find more information in your [application guidelines](#). | • Joint Lead Applicants  
• Co-investigators  
• Head of Department  
• Mentor  
• Academic Referee  
• Some Named Research Staff (see your [application guidelines](#)). |

You’ll need to complete all of your tasks before your lead applicant can submit their application.
9. COMMON PROBLEMS AND HOW TO SOLVE THEM

9.1. I NEED TO RESET MY PASSWORD

Use the link on the eGMS login page to reset your password. You’ll be emailed a new password. Please don’t include any brackets when you copy this password into eGMS. If you have trouble, contact the grants helpline.

9.2. I CAN’T FIND THE SCHEME I WANT TO APPLY FOR

Your scheme might be Closed Scheme (this will be indicated in eGMS and in your application guidelines). Please contact the grants helpline for information about how to apply to a Closed Scheme.

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

You might have a pop-up blocker activated, which might prevent the upload window from opening. Try deactivating it. We’ve also found that using Internet Explorer (rather than another web browser) can help solve this issue, so you could give that a go too. If that still doesn’t work or if you have a different problem, contact grants helpline.

9.4. I NEED TO CORRECT A MISTAKE IN MY SUPPORTING ROLES SECTION

Contact the grants helpline for help with amending supporting roles information.

9.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION?

Not all applications need approval from your Host Institution (some preliminary applications don’t, please check your application guidelines). Once you submit your application, it’ll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION

You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

If you need extra help completing your application or using eGMS, please use the following resources:

- FAQs: accessible within eGMS
- Grants helpline (for eGMS-related queries): 020 3469 5452 or grants.helpline@cancer.org.uk
- Your award’s Research Funding Manager (for remit/content-related queries): You can find their contact details on our website or in your application guidelines.
APPENDIX 1: AMRC FULL ECONOMIC COST FORM GUIDANCE

Full economic costing information (applicants based in UK Higher Education Institutions only)

As a member of the Association of Medical Research Charities (AMRC), we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, AMRC members don’t fund the fECs, or a proportion of these. Please provide figures including the standard indexation rate used by your institution to calculate fECs. Only universities that are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Monitoring the full economic costs of charity-funded research in UK HEIs

Background

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC’s position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC members use.

Elements of the new cost headings are:

Directly Incurred Costs: these include the direct costs of research and it’s assumed these are included in the funds for which you’re applying to CRUK for. They may include:
Staff (e.g. research assistant salaries)
Consumables and other costs directly attributable to the project
Equipment
Travel and subsistence

**Directly Allocated Costs:** these are shared costs, based on estimates and don’t represent actual costs on a project-by-project basis. Previously, these costs came under the ‘indirect costs’ heading but the following items will now be calculated separately:

- Investigators: the time spent by the Principal Investigator and Co-Investigators will be calculated and costed. (Cancer Research UK is unlikely to fund these costs).
- Estates: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs. (Cancer Research UK is unlikely to fund these costs).
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. (Cancer Research UK is unlikely to fund these costs).

**Indirect Costs:** these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology. (Cancer Research UK is unlikely to fund these costs).

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: [http://www.amrc.org](http://www.amrc.org).